

CITY OF FAIRFAX  
DEPARTMENT OF PUBLIC WORKS

**RIGHT-OF-WAY / EASEMENT PERMIT PACKAGE**

PRIOR TO START OF ANY WORK - **CALL**

1. Miss Utility ..... 1-800-257-7777
2. Facilities Inspector .....703-385-7828
3. Police Dispatcher .....703-385-7924

Police and Fire Departments must be notified prior to start of any work being done in traveled portion of roadway.

\* \* \* \* \*

NOTE: All cuts must be backfilled with 21-A gravel and compacted to 95%, plus asphalted at end of work day. All permit holders are required to have compaction tests performed and to bear that cost. Test results to be submitted to inspector during inspection. Working hours on arterial highways: Monday - Friday, 9:00 a.m. - 3:00 p.m. Extended time and any deviations must be approved by the Director of Public Works or appointee. No work on weekends or holidays, unless approved by City or in an emergency as defined by City Code, Section 82-113 (b).

\* \* \* \* \*

REQUIRED: CONTRACTOR'S LICENSE NUMBER & CLASS \_\_\_\_\_

The above license number may be waived by a homeowner accepting all responsibility and liability.

(homeowner's signature) \_\_\_\_\_

CITY OF FAIRFAX  
Department of Public Works

10455 Armstrong Street  
Fairfax, VA 22030

Right-of-Way/Easement Permit

NOTE: This is only an application for a right-of-way/easement permit. The permit must be signed by the Street Division Superintendent and given a permit number before the permit is valid.

TO BE COMPLETED BY APPLICANT:

Date: \_\_\_\_\_

Permission is requested by \_\_\_\_\_

To work at \_\_\_\_\_  
(Street Address)

for the purpose of \_\_\_\_\_

\_\_\_\_\_. (Attach plans)

Proposed starting date (not less than 1 week from today's date) \_\_\_\_\_.

The applicant understands and agrees that any permit granted must be exercised in accordance with all pertinent provisions and requirements of the Code of the City of Fairfax, Virginia, and, in particular, the city ordinance regulating right-of-way /easement construction (City Code, Chapter 82, Article III).

The applicant hereby agrees to indemnify and hold harmless the City of Fairfax from all claims for damages to persons or property resulting from the digging up or opening of any street, alley or utility easement within the city by him or his agent or by failure to safeguard such work.

The applicant has **read and understood** all notes and special provisions attached to this permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Address of Applicant  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Emergency Telephone Number

To be completed by the Department of Public Works

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Street Division Superintendent

\_\_\_\_\_  
Date of Approval

Processed by: \_\_\_\_\_

\_\_\_\_\_  
Date

Important Notes about the Permit

1. Permit is valid for 90 days after approval.
2. No later than two weeks before expiration, for a fee of \$30, the permit may be extended up to 60 days thereafter, upon written reason for extension.
3. Permit must be obtained prior to start of any work. It shall be kept at construction site and be displayed upon demand.
4. A fee must be paid upon the application of the permit. If a permit is not issued, a refund will be made, minus a \$25 processing fee.
5. Upon completion of work, call the Facilities Inspector at 703-385-7828 for final inspection and issuance of certificate of completion. Applicant must bring permit to this inspection.
6. Permit fees: See page 8.
7. At the Department's discretion, a cash bond may be required, depending on the type of work being done.
8. If any work under a permit does not meet City standards, no further permits will be issued until work has been corrected.
9. Anyone found doing any type of work without a permit will be required to pay an additional fee of \$45, plus all regular fees.

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\_\_\_\_\_

TO BE COMPLETED BY THE DEPARTMENT OF PUBLIC WORKS AND THE UTILITY DEPARTMENT

PERMIT REVIEW APPROVALS

\_\_\_\_\_  
Water & Sewer Department

Date: \_\_\_\_\_

\_\_\_\_\_  
Facilities Inspector

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
CITY OF FAIRFAX, VIRGINIA

\_\_\_\_\_  
September, 1997

SPECIAL PROVISIONS IN CONNECTION WITH THE CONSTRUCTION PERMIT

1. All work done under this permit on the right-of-way or easements, in all respects, including location, alignment, elevation and grade; manner of performing the work; restoration of conditions, etc., shall be subject to Department of Public Works directions and shall be performed to the satisfaction of the Department, in conformance with the applicable Virginia Department of Transportation specifications and standards.
2. The contractor shall be responsible for all damages to existing underground utilities occasioned by his operations. He shall satisfy as to their correct locations by means of exploratory test pits and information from utility owners. Any City of Fairfax water or shallow sanitary pipe crossings on test pits must be inspected by the Facilities Inspector prior to backfill.
3. The Department of Public Works reserves the right to stop the work at any time for unsatisfactory compliance to the terms of the permit, and the Department may, at its discretion, complete any of the work covered in the permit at the permittee's expense, including that work which is necessary to restore shoulders, ditches and drainage structures to their original condition.
4. This permit is revocable at the pleasure of the Department, and permittee may be required to move, alter, change or remove from the road right-of-way in a satisfactory manner any installations made on the right-of-way under this permit.
5. Streets are not to be blocked or closed without written permission of the City Manager. All traffic control shall be in accordance with the Virginia Work Area Protection Manual,

current edition. Signs, in accordance with the specifications of the Virginia Manual of Uniform Traffic Control Devices, are to be located as directed by the Street Superintendent or his representative. Where one-way traffic is permitted to be maintained, it shall be flagged at all times. At all times, traffic shall be properly protected by adequate lights, barricades, signs and, also, properly certified flagmen, when needed.

6. Long open trenches will not be permitted. Trenches on vehicular travelways and sidewalk areas are to be backfilled before the end of the day.

7. A. All backfilling of trenches shall be in layers of not greater thickness than six inches and shall be made to a minimum of 95% theoretical density, at optimum moisture content, in accordance with VDOT Highway Road and Bridge Specifications Pavement Design. On pavement cuts, the pavement shall be replaced per City Code; the material used must conform with highway specifications. Compaction shall be by either pneumatic tampers or other approved method(s). Compaction by water will not be permitted. The permittee will be held responsible for any deterioration of backfill or pavement for a period of five (5) years after repair completion.

B. Backfilling of trenches shall be compacted in horizontal layers of not more than 6 inches and shall be compacted to a 95 percent compaction. On pavement and shoulder area, only VDOT 21-A aggregate must be used to backfill trenches from subgrade level to a depth of 3 feet. From 3 feet depth and below, the excavated material may be used if found suitable or satisfactory by the Inspector. A proctor will be required.

8. Wherever pavement is permitted to be cut, not over one-half street width shall be disturbed at one time; on crossings, the first opening shall be completely restored to satisfactory travelable condition before the second half can be opened. Where the pavement is disturbed, or deemed weakened, it shall be restored or replaced in manner as directed by and to the satisfaction of the Department.

9. Each pavement cut shall be covered with a temporary or permanent patch the same day the excavation is made. Steel plates may be used upon inspector's approval only, except for the time period between November 1 and April 1. The minimum thickness of temporary asphalt patch is 6 inches. For permanent asphalt restoration, the minimum thickness is 1.5 times the existing pavement thickness. After the repaving has been completed, the joint between the new and existing paving shall be sealed with an application of asphalt cement.

10. The street is to be maintained at all times in a clean, mud- and dust-free condition. No excavated material is to be placed on the pavement without written permission of the Department. When so permitted, the pavement shall be satisfactorily cleaned by an approved method. No cleated equipment is to be used on the pavement.

11. It is the duty of the Department of Public Works to keep and maintain all roads in a safe, travelable condition at all times; for them to be able to do this, they must have the cooperation of the permittee and all concerned. The permittee must understand that, in case it is found practicable and necessary to do so, the Street Division Superintendent or Director of Public Works has the authority to suspend the work; he also can discontinue issuing permits for the installations of all underground utilities from November 1 to April 1.

12. Road drainage is not to be blocked. The shoulders, ditches, roadside and drainage facilities, as well as the pavement, shall be kept in condition satisfactory to the Department. A smooth grade shall be maintained from the center line of existing road to proposed curb and gutter to preclude the forming of false gutters and/or the ponding of any water on the roadway.

13. Road and street connections and private entrances are to be kept in satisfactory condition. Entrances are not to be blocked, and ample provisions must be made for safe ingress and egress to adjacent property at all times. Where entrances are disturbed, they shall be restored to the satisfaction of the Department.

14. All roadway crossings are to be made as nearly as possible at right angles to center line of the road. Wherever possible, pipe lines must be jacked, driven, or otherwise pushed under the roadway or a portion thereof, especially on concrete or other hard surface roadways, in order to eliminate as far as possible the cutting of the pavement.

15. Inspection hours are M-F, 7 a.m. - 3 p.m., except on City holidays. Should an inspector be required after hours, on weekends, holidays, etc., reimbursement by the contractor will be required by the City.

16. The permittee shall have corrected immediately any situation which may arise as a result of these installations that the inspector deems hazardous to the traveling public, even though it may not be specifically covered in the permit.

17. All damaged sidewalk and/or curb and gutter to be removed to the nearest joint and replaced.

18. No trees or shrubs to be cut or trimmed unless approved. Where landscape is disturbed on City right-of-way, it shall be replaced with a minimum of 2 inches of topsoil and reseeded. Tree roots over 3 inches in diameter are to be clean cut with an axe or saw. Particular attention should be given not to splinter the roots next to the tree. Wherever possible, tunneling through or under roots should prevail over cutting of anchor roots.

19. The permittee assumes full responsibility for all damages that occur due to work performed under this permit, including responsibility to the owner for any and all damages

to any other installations already in place as a result of work covered by this permit.

20. Prior to any excavation, the permittee shall comply with the terms of the Underground Utility Prevention Act, Title 56, Chapter 10.3, Sections 56-265.14 through 56-265.32, Code of Virginia, as amended. Any conflicts with existing utility facilities shall be resolved between the permittee and the utility owner(s) involved.

21. Prior to any excavation near signalized intersections, it is the responsibility of the permittee to notify the street superintendent.

22. Permittee acceptance and use of this permit is *prima facie* evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed.

23. In the event that any underground utility line is damaged by the permittee during the course of work under this permit, all work must cease until the damage is repaired, and the permittee must immediately contact the City and comply with Section 82-114 (b) of the Code of the City of Fairfax.

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Signs shall be in accordance with the specifications of the Virginia Manual of Uniform Traffic Control Devices. The signs are to be located as directed by the Street Superintendent or his representative. Traffic is to be protected at all times by adequate lights, barricades and construction signs.

#### NOTICE - FLAGGING CERTIFICATION REQUIREMENTS

All persons who flag traffic on City right-of-ways must be certified.

Certification is received by successfully completing the State of Virginia Department of Transportation Flagging Certification Course for Construction and Maintenance Traffic Control.

The Certification Card must be carried by flaggers and shown when requested by VDOT inspectors. For information regarding requirements for certification, please call VDOT, NOVA District Office, 703-934-7300.

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## EXAMPLE OF EASEMENT OR RIGHT-OF-WAY PERMITS

A separate permit fee is required for each of the following:

### WET TAPS - \$70 each

All Utility Manholes or Structures	\$70
Water Lines	\$70
Sanitary Sewer Connection	\$70
Storm Sewer Connection	\$70
Storm Lines	\$70 minimum, to include first 100';
Sanitary Lines	\$25 ea 100' thereafter

### ROAD CUTS - \$70 each

Sidewalk, New or Replaced	\$70 minimum for first 100';
Curbing	\$25 ea 100' thereafter
Driveway Aprons	\$70
Ramps	\$70
Steps	\$70

BITUMINOUS CONCRETE in Right-of-Way (new or replaced) –  
\$70 minimum for first 100';  
\$25 ea 100' thereafter

### SIGNS, FLAGS, STREET LIGHTS - \$70 each

### UTILITY POLES - \$70 each

Installation of Overhead Utility Lines	\$70 minimum for 1st 100';
Underground Conduits or Utility Lines	\$25 ea 100' thereafter
Pedestals	\$70
Markers	\$70

### CABLE, TELEPHONE, GAS CUTS - \$70 each

Virginia Power Repairs/Installations	
Bell Atlantic-Virginia Repairs/Installations	\$70 minimum, etc.



Media General

SIGNAL POLES	\$70
SIGNAL CABINETS	\$70
PEDESTRIAN SIGNALS	\$70
POWER CROSSINGS	\$70
ROAD MARKINGS	\$70 minimum, etc.
MONITORING WELLS	\$70
TEST PITS, ANY TYPE	\$70
FIRE HYDRANTS	\$70

EXAMPLE:

\$70	\$70
o pole	o pole
<hr/>	
-----	1,500 ft. -----

(\$70 1<sup>st</sup> 100', plus 1,400 ft at \$25/100' each = \$350, plus \$140 for 2 poles, total = \$ 560.)